COFFEE CREEK ELEMENTARY SCHOOL DISTRICT

SPECIAL MEETING OF THE BOARD OF TRUSTEES
MINUTES

Coffee Creek Elementary School Primary Room .....Thursday, March 07, 2024
Coffee Creek Road ..... Business Meeting 3:30 PM
Coffee Creek, California .....

In compliance with Government Code Section 54954.2(a), the Coffee Creek School District will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability related modification or accommodation in order to participate in the meeting should contact Brian Burns at 530-266-3344

All CCESD Board of Trustee Meeting Agendas are posted at the following locations: Coffee Creek School, C.C. Fire Station mail boxes, and the Trinity County Office of Education. All regularly scheduled Board of Trustees meetings are scheduled at 3:30 PM on the second Thursday of each month at the Coffee Creek Elementary School; Special meetings to be called as necessary. Board agenda documents are available for inspection 72 hours before each Regular Board meeting and 24 hours before Special Board meetings at the Coffee Creek Elementary School located at 261 Coffee Creek Road, Coffee Creek.

Topic: March Board Meeting

Brian Burns is inviting you to a scheduled Zoom meeting.

Time: Mar 7, 2024 03:30 PM Pacific Time (US and Canada)

Join Zoom Meeting
https://us06web.zoom.us/j/88936474782?pwd=oZdCq7upItgnrkazmfaHiUMCEYkjai.1

Meeting ID: 889 3647 4782
Passcode: 501084

Coffee Creek Elementary School District Governing Board:

Peter Kleinsmith, Board Clerk
Suzanne Conrad
Cindy Braman

1.0 Formal Opening

1.1 Call to Order 3:32pm
1.2 Flag Salute
1.3 Additions or Changes in Agenda

2.0 Comments from the Public on Open Session Agenda-

Persons wishing to address the Board on any item except personnel on the agenda or on items that are within the jurisdiction of the Board and are not on the agenda are invited to do so at the time. In the interest of time and order, presentations from the public are limited to three minutes per person. Please state your name and address before speaking. In accordance with the Brown Act, unless an item has been placed on the agenda there shall be no action taken. The Board may 1.) Acknowledge receipt of the information: 2.) refer to staff for further study: 3.0 refer that matter to a future agenda.

3.0 Accept Open Session Agenda

(Action) On motion by Cindy, Second by Suzanne, the Coffee Creek School District Governing Board approves the Open Session Agenda. Roll Call Vote: 3 ayes

Action Item 6.2 was corrected to read, “Approve 2024-2025 School Calendar”.
Action Item 7.3 was changed to an informational item.

4.0 Consent Agenda

On motion by Suzanne, Second by Cindy, the Coffee Creek School District Governing Board approves consent ACTION items. Roll Call Vote: 3 ayes

(Consent) 4.1 Approval of Governing Board Regular Meeting Minutes of February 8, 2024

(Consent) 4.2 Approval of Resolution 2324- 11 Payroll and General Fund Warrants for February, 2024

5.0 BUSINESS AND FINANCIAL

(Action) 5.1 Approval of 2021-22 Second Interim Financial Report and Multiyear Projection

Projections for CCES are very stable. Our overall school funding does not change, since we receive minimal funding from the state for our small student population. We currently have $144,646 in our Reserve Fund.

The major concern for the future is the student population dropping to under the minimum 6 students. The school can stay open for three year with less than 6 students.

(Info) 5.2 Financial Report for Student Enrichment Fund

The ASB fund (5000 Savings and 5100 Checking) have a balance of $52.13 and $2,289.78. These two accounts have restricted use requirements for using this money. Furthermore adding money to these accounts can only be done with fundraiser money from student activities.

The Student Enrichment Account (5101) has a balance of $8,993.85. We are using this money for our Great Wolf Lodge field trip. We use this money for future field trips.

(Action) 5.3 Approve using Student Enrichment Fund to purchase new computers, headphones, and mouse, for students to keep for home use.

Brian shared the information from DELL computers for the new student computers. We found better deals through Best Buy in Redding. Brian asked the board if they would approve us purchasing the computers from Best Buy to save money. Brian will also purchase the cordless mice and headphones through outside sources to save money.

On motion by Suzanne, Second by Cindy, the Coffee Creek School District Governing Board approves using Student Enrichment Fund to purchase new computers, headphones, and mouse, for students to keep for home use. Roll Call Vote: 3 ayes

(Action) 5.4 Approve the disbursement and/or reinvestment of the 3yr CD for the Student Enrichment Fund, at Coast Central.

After much discussion this item was tabled to next month. Linda is looking into the best way to reinvest the CD to maximize interest rates while having easy access to the funds over the next three years.

On motion by Suzanne, Second by Cindy, the Coffee Creek School District Governing Board approves moving Item 5.4 to the next Board Meeting for further discussion. Roll Call Vote: 3 ayes

6.0 INSTRUCTIONAL FUNCTION

(Info) 6.1 Teacher's Report –

We are working teaching the students the California Standards as they are presented on the CAASP (state assessment). Building familiarity with the computer based testing system. Students are very excited about the Great WOLF Lodge field trip. We are looking at having more field trips through the rest of the school year.

(Action) 6.2 Approve 2024-2025 School Calendar

Brian shared the new calendar format. Our calendar was built off the TAUSD calendar.

On motion by Suzanne, Second by Cindy, the Coffee Creek School District Governing Board approves 2024-2025 School Calendar. Roll Call Vote 3 ayes.

7.0 BOARD AND ADMINISTRATIVE

(Info) 7.1 Superintendent's Report – Cindy's Anniversary, ELOP 2023-2024, GWL, Appointing

We celebrated Cindy's anniversary on joining the school board. She has been a wonderful member of the team. We are looking for opportunities to take our students on field trips and provide new experience using the ELOP funds. We currently have $21,000 to spend this year before June 30, 2024. We have another $50,000 to spend before June 30, 2026.

We are in the process of appointing staff members for specific positions that are requested by the state. At this time Brian is either appointing himself or Linda. When we leave, any information from the state through email will be forwarded to whomever has replaced us.

(Action) 7.2 Approve Resolution 2324-12, Coffee Creek Elementary School District shall celebrate Lincoln Day in the 2024-2025 school year on February 18, 2025

On motion by Cindy, Second by Suzanne, the Coffee Creek School District Governing Board approves Resolution 2324-12, Coffee Creek Elementary School District shall celebrate Lincoln Day in the 2024-2025 school year on February 18, 2025. Roll Call Vote 3 ayes.

(Info) 7.3 Discuss Job Description for Lead Teacher, Para, and Business Services employee for the 2024-2025 school year.

Brian shared the additional duties each of the employees will be responsible for. The website is being discuss with hopes that TCOE will take care of this. We will need an MOU with TCOE to run our website. We will have the business services person be in control of picking up the food for the school along with transporting any items to and from TCOE and CCES.

(Info) 7.4 Open Discussion on CCES 24-25 school year. Hiring new people, lunch

Brian is working with TCOE to post all three jobs to several websites that are popular with educators. Brian is working on getting the jobs posted in the next 10 days.

8.0 ITEMS FOR NEXT AGENDA

Next Board Meeting – April 11
Williams Uniform Complaints 3 Quarter
Hiring of New Employees
Discuss MOU with TCOE for business services
Discuss Food Lunch Program for CCES
Action Item 5.4 3yr CD at Coast Central

9.0 BOARD MEMBER COMMENTS

10.0 ADJOURNMENT 5:47pm